

Information Technology Resource Management Council

(ITRMC)

Meeting Minutes

(Approved by Council)

December 15, 1999

8:30 a.m .East Conference Room, Joe R. Williams Building
700 West State Street, Boise, Idaho

The December 15, 1999 meeting of the **Information Technology Resource Management Council** (ITRMC) was held in the East Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

CALL TO ORDER, WELCOME

The meeting was called to order by Pam Ahrens, Council Chairman, who welcomed members and guests present.

ATTENDANCE

Members/Designates Present:

Ms. Pam Ahrens, Chairman
Mr. Ken Harward, Local Government Rep.
Mr. Raymond Sasso, Private Industry Rep.
Mr. Eric Beck, Agency IS Representative
Col. Ed Strickfaden, Public Safety Official
Dr. Gregory Fitch, State Board of Education
J.D. Williams, Elected Officer
Sen. Hal Bunderson, Idaho Senate
Rep. Randy Hansen, Idaho House
Rep. Bert Marley, Idaho House

*Mr. Keith Bumsted, Dept. of Transportation
*Mr. David Humphrey, Dept. of Health & Welfare
*Mr. Rich Mincer, Dept. of Education

*Designate

Absent Members:

Sen. Clint Stennett, Idaho Senate
Mr. Karl Kurtz, Agency Exec. Officer
Mr. John Peay, Judiciary Representative
Dr. Marilyn Howard, Supt. of Public Instruction
Mr. Dwight Bower, Agency Exec. Officer

Others Present:

Mr. Steve Stewart, Metamor
Mr. Dave Rich, ISP
Mr. Mark Westcott, BSU
Mr. Chuck Knapp, IIC
Mr. Scott Somerhalder, IIC
Mr. Steve Wilson, ITC
Mr. James Watson, ITC
Mr. David Rich, ISP
Mr. Kirk Pharis, Metamor
Mr. Steve Stewart, Metamor
Mr. Greg Macullum, CTG
Ms. Nancy Szofran, OSBE
Mr. Steve Fowers, SOS
Mr. Jeff Shinn, DFM
Ms. Carol Silvers, ISL
Mr. Ron Row, DOC
Mr. Laird Justin, SCO

Ms. Connie Spofford, IIC
Mr. Jerry Bassett, IDHW
Ms. Myrna Osterhout, IDOL
Mr. Mark Little, DOA
Mr. Brad Alvero, IDOC
Mr. Marshall High, ISCO
Mr. Ted Aho, PERSI
Mr. Ed Howell, PUC
Mr. Dave Schunke, PUC
Mr. Rob Spofford, IDWR
Mr. Joe Roche, DOA
Mr. Rick Townsend, Y2K Consultant
Mr. Mike Fischer, Y2K Consultant
Mr. Miles Browne, Project Team
Mr. Jeff Rompala, Project Team
Mr. Bill Farnsworth, Project Team
Ms. Karen Bresnahan, Project Team

MOTION TO APPROVE THE OCTOBER 7, 1999 MINUTES

Sen. Hal Bunderson moved, and Eric Beck seconded a motion to adopt the minutes as written from the October 7, 1999, and it passed unanimously.

Y2K UPDATE

The Council heard a final status report on agency Y2K “Mission Critical” projects from Y2K Consultant, **Rick Townsend**. All 29 “Mission Critical” projects, (those affecting state finances or public safety) are 100 percent complete on assessment, remediation and testing of computer systems, he said. Additionally, all agencies, Councils and Commissions have submitted Y2K Business Continuity and Contingency Plans, which were completed by October 1, 1999, he noted.

The ITRMC has continually monitored the progress of 1,100 Y2K agency projects since May of 1996. The majority of those projects have now been completed, with the exception of the Tax Commission, where final programming of legislative tax changes will be finished the last week of December, 1999.

A summary report on Y2K will be submitted by the ITRMC to the Joint Finance Appropriations Committee in January, 2000.

Y2K Spokesman, **Miles Browne** will meet with the press at the State of Idaho ***Information Coordination Center***, which will be located at the Bureau of Disaster Services. Agencies, cities and counties will be submitting Y2K status reports via a national web site for the Federal Emergency Management Agency (FEMA) reporting process. The reports will be submitted twice a day from December 31, 1999 to January 4, 2000 and will allow quick identification of

any problems that might occur, he said.

Chairman Ahrens reminded the Council of the State of Idaho Y2K End-of-the-Year Press Conference scheduled for 2:00 p.m. following the meeting. Statements were to be made by leaders of major agencies, utility and financial institutions, the Association of Idaho Cities, the Bureau of Disaster Services, Statewide Y2K Coordinator Pam Ahrens and Miles Browne, Y2K Spokesman.

ITRMC POLICY REVISIONS

Chairman Ahrens began a discussion of revisions to the Information Technology Policy and the Draft Policy on Standardization.

Information Technology #1997-01

Browne presented to the Council copies of a revised draft of the Information Technology Policy #1997-01, which restricts the use of computer applications, hardware and software that do not meet industry standards. He reported that, as directed by Ahrens at the October 7, 1999 meeting, he had met with major agency IT Managers who suggested revisions to the policy. Browne emphasized that the exemption process stated in the policy allows for non-compliance by agencies if there are special conditions existing which are legitimate reasons for agencies not to comply.

Keith Bumsted commented on the general tone of the policy, and Browne explained that the policy is intended to establish only “the process” by which all standards are set, not to identify any specific standards.

J.D. Williams said the policy is a “step forward,” as long as the exemption process is in place.

Ed Strickfaden moved and Ken Harward seconded that the Council adopt the revised #1997-01 Policy on Information Technology, to included the recommended changes. Chairman Ahrens called for a vote and the motion passed unanimously.

Draft Policy on Standardization

The Council viewed changes in the Draft Policy on Standardization, which is designed to limit the number of E-mail and network operating systems being used by agencies.

Changes to the Draft Standardization Policy included adding the following paragraph:

“Technological change occurs at a rapid rate and these parameters will need to transition as the technology transitions. To address this changing environment, the ITRMC Project Team will bring together a representative group of Agency IT executive level managers at least once each quarter to review the parameters and prepare recommended changes.”

A definition was also added to the policy under Network Operating Systems, with Novel Netware, Microsoft and Unix, listed as applications. The Policy specifies Microsoft Exchange and GroupWise as electronic mail applications. Windows NT and Windows 98 are named as Desktop Operating Systems and Microsoft Office as the Office Suite.

Browne emphasized that the Standardization Policy has no requirement for immediate change and is intended to be used as part of the normal upgrading process. The Exemption process will be the same as that granted in Policy #1997-01, he said.

Raymond Sasso asked Browne if the intention of the policy is to freeze upgrades to non-standard systems, and Browne confirmed that it is. Sasso also questioned whether the success or effectiveness of the policy could be measured and recommended adding measurement criteria.

J.D. Williams said one way to quantify and identify savings is through mass aggregation of purchasing power for the type of systems that are specified in the policy.

Sen. Hal Bunderson suggested that as the state begins to standardize, perhaps a centralized purchasing concept may need be looked at in the future, rather than each agency approaching their needs from individual budget standpoints. **Eric Beck** said he would favor a centralized purchasing approach.

Dr. Gregory Fitch encouraged the Council to move forward on the policy and commented that he believes the measurement capabilities are already in place within the state's systems.

Noting that there were no objections to the recommended changes, Chairman Ahrens said the policy needs to be adopted as soon as possible. She requested that language be added reflecting measurement criteria and the document be reviewed at the next Council meeting.

ELECTRONIC COMMERCE

Update on Electronic Commerce Plan

Project Team IT Analyst, **Bill Farnsworth** gave a brief review of the status of the **Electronic Commerce Plan**. The Draft EC Plan was written and revised several times during 1999 and has been shortened to a one-page outline, termed the **"E-Government Strategy."**

The Strategy outlines the use of a "portal" for coordinated web access to information and services, and improved connectivity through a digital infrastructure. Other topics included are training, manageability, security, privacy, and infrastructure coordination. The E-Government Strategy is currently being reviewed by members of the *Electronic Commerce Work Group*, and will be discussed at its next meeting in January, 2000.

J.D. Williams termed the document "a good start," and said the Council may need to add something in it regarding the issue of *consumer privacy*. He recommended the Council begin working on a "Privacy Policy" for the State of Idaho. The states of Iowa and Washington are currently developing such policies. Other important issues, he said, are funding, and the need to identify the type of applications to be used.

Ahrens suggested to Farnsworth that a bullet on "Privacy" be added to the document. She explained to Council members that each agency will have responsibility for determining which applications are to be used for the Portal.

The majority of the information that will be distributed through the Portal, is information the agencies are already providing to citizens, said Farnsworth. "The Portal is just going to make it

easier to access from a public standpoint. It will be integrated, so citizens will be able to view all the licensing and not have to go to multiple agency web sites,” he explained.

Chairman Ahrens noted that the Division of Building Safety is working on a “one-stop-shop” for all permitting, bidding and licensing.

Report on NECCC Meeting

J.D. Williams gave a slide presentation on his recent attendance at a National Electronic Commerce Coordinating Council (NECCC) Meeting in San Diego, California, where topics of discussion included E-Procurement and Funding, Privacy, E-Financial Transactions, and Integrated Services and Portals. Williams distributed to the Council a document titled “EC Blueprint for States,” outlining topics for states to consider for successful transitioning to Electronic Commerce.

“This E-Commerce thing is moving so fast, the White House estimates there are now seven Internet years to one year,” said Williams. He emphasized that the State of Idaho is positioned very well, since our state was rated 25th in a recent national survey on E-Commerce, a capability which will help attract business and industry.

Sen. Bunderson commented that it is important for Idaho to be able to compete effectively with other states. He recommended that state officials work closely with private industry, which is moving toward increased use of the Internet for their services and training.

Rep. Marley noted that Idaho is in “a unique position” to take action in the area of E-Commerce since we are a smaller state and can accomplish things faster than larger states.

ACCESS IDAHO REPORT

Introduction of the Portal Provider

Bill Farnsworth introduced to the Council members of the Idaho Information Consortium (IIC), the states “Portal Provider” for the **Access Idaho Project**, a plan to design a centrally structured web site for access to all State of Idaho information and services. **Scott Somerhalder** is general manager of IIC, **Chuck Knapp**, Director of Marketing, and **Bryan Davis**, Director of Development.

A statewide contract was signed on **December 7, 1999**, and IIC has begun meeting with the Project Team and several major agencies to initiate planning for agency applications. “We view ourselves as a partner to the state for enhancing access to the world wide web,” said Somerhalder.

During their presentation, IIC displayed On-line samples of other states Internet sites including those of Kansas, Indiana, Virginia, Utah, Georgia, Indiana, and Nebraska.

In the discussion that followed, Sen. Bunderson noted that he receives many favorable calls from constituents regarding the current Idaho Home Page. Somerhalder responded that IIC does not want to “take away” from the work that has been completed by agencies. “We just want to add to how easy it will be to access and navigate,” he said.

Williams expressed concern for privacy issues relating to citizen information. He emphasized that citizen information should be protected and the oversight aspect of the Portal is “very critical.”

Sen. Bunderson agreed that the privacy issue ought to be addressed by the Council at some point in the future. He encouraged the Council to set a policy relating to how and when an agency can obtain a fee for selling citizen’s information.

An *Access Idaho Oversight Committee* is currently being organized which will report to the Council on oversight of pricing issues related to agency agreements with IIC.

Ahrens suggested IIC provide the Council with another review in 60 days. She explained that the Portal Provider is just a mechanism being put in place and agencies will need to decide what information is appropriate.

IDANET TELECOMMUNICATIONS INITIATIVE

Update of recent activities

Rick Townsend summarized for the Council recent activities relating to the **IDANET Telecommunication Initiative**, which is a plan to establish a statewide digital infrastructure. The project will capitalize on the need for high speed bandwidth across the state as an economic development tool and a public education benefit, said Ahrens.

By providing digital access to all areas of the state, IDANET will pave the way for the Access Idaho Project, enabling smooth business transactions, Townsend reported. The upgraded infrastructure will aggregate the needs of state agencies and educational institutions, he noted.

The Project is currently in the information gathering phase, with a statewide *Circuit Inventory* underway to identify existing networks. Users, Providers and Technical Work Groups have already begun meeting to identify issues needing to be addressed prior to the writing of the RFP for telecommunications services, which is due to be completed in draft form by late December, 1999.

Randy Hansen expressed a concern about the costs associated with establishing digital capabilities.

Townsend emphasized that the project will be a phased approach, so that the state can benefit from what is already in place. “This is not a proprietary network, it’s the ability to tie in and create a virtual network,” he said. “It is more of a reconfiguration to what is now in place.” The state will not be specifying the type of technology, and expects the solution to be a “mixed type of network” with varying solutions, said Townsend.

PROJECT TEAM STATUS REPORTS

Statewide Contracts Report

Mark Little, Division of Purchasing, reported on the status of statewide contracts. He noted that

the contract for Internet access will be extended to Micron Electronics and a letter of intent has been signed.

GIS Coordinator Update

Miles Browne announced to the Council that the statewide Geographic Information Systems (GIS) Coordinator position has been filled with **Liza Fox**, who will join the Project Team in January, 2000. The GIS position was approved by the 1998 Legislature to coordinate GIS issues among city, county, state entities, and with a Federal GIS Manager.

Update on Human Resource Software

A new software is being used by the Division of Human Resources, said Ahrens. The software, to be used for personnel evaluations, has reduced the costs from \$249 dollars to \$95 dollars per user.

NEW BUSINESS

Chairman Ahrens noted that she had reviewed the Council meeting requirements in Statute (HB 661) and recommended that meeting times for 2000 be changed to every other month, rather than monthly, with the Council to meet six times per year. The January 18, 2000 meeting was to be cancelled and the next meeting scheduled for Tuesday, February 22, 2000, from 1:30 to 4:30 p.m.

ADJOURNMENT

Being there was no other business to come before the Council, Chairman Ahrens thanked members and guests for their attendance and the meeting was adjourned.

Respectfully submitted,
Karen Bresnahan,
ITRMC Project Team